

Red Deer Catholic Google Session



Google Search

I'm Feeling Lucky

Does saved in account


Agenda – Thursday, March 1, 2012
4:30 PM – 5:30 PM

1. Prayer

2. Google Documents

a. Login to your Google Account

b. Under "**More**" choose **Documents**. Click on **Create**.

Upload 

i. Document

1. Change name of document (Click on 'Untitled Document')
2. Share document

a. Public, Anyone with link, Private

b. Add people – using their email address

c. Saving

ii. Presentation

(based around powerpoint)

1. Change name of presentation
2. Change Theme: Slide → Change Theme
3. Share presentation

iii. Spreadsheet (Excel in google)

1. Change name of spreadsheet
2. Change cell colour
3. Add borders
4. Script Gallery

a. Flubaroo – grade and analyze assignments

i. Change **Conditional Formatting** for a row

1. Highlight red if questions is below 50%

ii. Email results to students

iv. Form

(Similar to Survey Monkey)

1. Creating a form
2. Adding items
 - a. Quiz – do not select correct answer!
3. Changing theme
4. Sharing form (link)
5. All digital vs. digital and paper copy

pick a color for each 'contributor'

Sharing allows more than 1 student to work on same doc

URL Shortener – *

google with shortener

After add someone to google Contacts, just type in the name.

Quiz link does not need a google account

→ First 'question' is requirement to have name

→ can replace 'Scantron'

→ Help text = directions

→ You put your name as the person which is the answer key

3. Google Calendar

(Similar to Mac)

a. Settings

i. Calendars

1. Notifications

a. Reminders and notification options

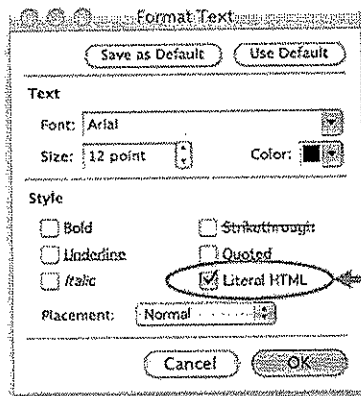
ii. Mobile Setup

Adding a Google Calendar to your web page



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1. Login in to your Google Account.
2. Under **More...**, select **Calendar**.
3. Click on the arrow next to the calendar you want to add and choose **Share this Calendar**.
 - a. Check the **Make this calendar public** box and click **Save**.
4. Click on the arrow next to your calendar again. Choose **Calendar settings**.
 - a. In the section **Embed This Calendar**, click on **Customize the colour, size, and other options** link.
 - b. Make necessary changes to your calendar and click the **Update HTML** button.
 - c. Copy ALL of the HTML code from the text box at the top of the window.
 - i. Ctrl-A to select all, then Ctrl-C to copy it.
5. Login to your First Class email and go to your **Web Publishing**.
 - a. Paste the HTML code from the Google calendar onto your page page.
 - b. Highlight then right-click on the HTML code. Choose **Format Text...**
 - c. Click on the **Literal HTML** box in the window and click **OK**.



- d. Click the **Save and Close** icon.

To update the information on this calendar, all you need to do is add or change the item on the Google calendar. This will automatically update the calendar on your website.